

PROPOSED GRADATION OF REPORTS PERSONNEL
AND RECOMMENDED DUTIES

Intelligence Officer (Senior Reports Officer)

Processes raw or semi-finished intelligence of a highly complex nature into Washington disseminations as outlined in Exhibit "E"; supervises and furnishes technical guidance based on training, experience and area knowledge to subordinates; advises top and middle management on intelligence reports matters.

Intelligence Officer (Reports Officer)

Performs the same reports processing duties as the Senior Reports Officer except that the reports are not usually as complex and less training and experience are required; also may supervise Reports Officers and/or Junior Reports Officers who process reports on an area or functional basis.

Intelligence Officer (Junior Reports Officer)

Processes raw or semi-finished intelligence into Washington disseminations, as indicated in Exhibit "E", either on an area or functional basis; supervises Research Assistants.

Research Assistant, Reports

Under the supervision of Junior Reports Officer, performs the initial development of the positive reports by conducting initial research of background material, including assembling of certain documents, etc.; maintains statistical records; directs and/or performs personality and subject carding.

Clerk-typist

Performs general clerical and typing duties including typing of personality and subject cards and the maintenance of logs and files.

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Security Information